



Hendry County Sheriff's Office

General Order 9.7

TITLE: Employee Dress Code and Uniform Regulations	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: July 20, 2018	REVISION DATE: May 17, 2019
RELATED REFERENCES: CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 17, 2022

I. PURPOSE: The purpose of this order is to establish guidelines for the issuance of equipment supplied by the Hendry County Sheriff's Office to its personnel and for the establishment of regulations/standardization in uniform.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY:

- A. The success and effectiveness of the Sheriff's Office depends largely on the image the employees present to the public. All employees are expected to present a professional appearance to co-workers and the general public.
- B. This dress code is established to assure the presentation of a professional image to co-workers and the general public, and to enhance employee motivation by creating a professional working atmosphere.
- C. Depending on the work conditions, environment, or location, a uniform, coveralls, etc., may be provided by the Sheriff's Office to be worn to prevent damage to personal clothing. It is the responsibility of the employee to maintain and launder all such clothing issued by the Sheriff's Office.
- D. All civilian employees not required to wear an agency approved uniform, will wear their agency issued photo identification, conspicuously on their person when conducting business with the public, with other government agency personnel, and when in a Sheriff's Office facility or vehicle.
- E. All uniformed sworn and civilian employees shall be consistently attired to reflect their authority, respective assignment, and rank within the Sheriff's Office.

IV. PROCEDURE:

- A. Appearance

1. Jewelry or Personal Ornaments

- a. Sworn Employees - Jewelry or personal ornaments will not be affixed to any part of the uniform or equipment. The only items of jewelry permitted to be worn with the uniform are:
 - (1) A wristwatch
 - (2) Medical bracelets
 - (3) One conservative ring on each hand
 - (4) Concealed religious medals
 - (5) Stud type earrings (female employees only; refer to Paragraph 3 below).

2. Tattoos / Body Art

- a. Effective immediately, employees are prohibited from having visible tattoos or body art on the face, ears, head, or neck. If a current employee previously obtained such a tattoo or body art prior to this provision taking effect, they are exempt, however, no additional body art or tattoos on the face, ears, head or neck may be obtained.
- b. No employee will display a tattoo or body art while on duty or in uniform that depicts profane language, sexual conduct, promotes criminal activity or designates the wearer to be associated with organizations, persons, or ideologies that support or promote criminal enterprises or criminal gang affiliations. In addition, no tattoo or body art will be displayed while on duty or in uniform depicting discrimination against race, religion or ethnicity.
- c. Prior to any tattoo or body art being deemed a violation of this section, it must be reviewed by the Sheriff or his designee.

3. Body Piercing

- a. No visible body piercings are permitted while employees are on duty or in uniform, except the following: Sworn female employees are permitted to wear stud-type earrings and civilian female employees are permitted to wear earrings that are professional in appearance. No more than two (2) earrings per lobe will be allowed. Male employees are not allowed to wear an earring of any type. A piercing of the tongue or lip is considered a visible piercing.
- b. Exceptions to displaying body piercings while on duty may be made for employees who are actively working in an undercover assignment (e.g., SIU agent). Any allowable exceptions to this policy for an employee in an undercover assignment must be approved by the employee's commanding officer.

4. Grooming

- a. Male Deputy/Corrections Deputies:
 - (1) Hair - will be neatly trimmed and may extend over the tops of the ears, but will not cover more than half the ear. The hair will not extend over the top of the shirt collar or bush excessively from beneath the uniform hat when worn.

- (2) Sideburns - must be tapered to the contour of the head, trimmed with no flair and may not extend beyond 2/3 the length of the ear.
- (3) Mustaches – must conform to the natural lip and must be neatly trimmed. Handlebar mustaches, waxes, twisted, or extreme styles are not permitted.
- (4) Goatee must be kept clean and trimmed. To maintain the integrity of the gas mask application, goatee hair must not be longer than ¼ inch in length and cannot extend into the neck area.
- (5) Beards or Fu Man Chus are not permitted for employees wearing an agency uniform.
- (6) Beards or Fu Man Chus are authorized for non-uniformed employees who perform undercover duties and by employees assigned to narcotics investigative units where a uniform is not worn. These styles will be grown during an off-duty period to avoid an unshaven appearance and will be neatly trimmed.

b. Female Deputy/Corrections Deputies:

- (1) Hair – While in uniform, hair will be conservative and present a business-like appearance. Hair must be secured in a style to prevent injury in the event of an assault. Hair must be styled to provide for the proper fit of a uniform hat. Long hair will not be loose to the extent that it becomes a hazard to the deputy or corrections officer and detracts from a professional appearance. If a hair clasp or barrette is worn, it must correspond with hair color.
- (2) Cosmetics will be subdued and blended to match the natural skin color of the employee. Fingernails will be neat and trimmed so as not to extend beyond the tips of the fingers. Fingernail polish, if worn, will be clear.

- c. Civilian male employees who do not wear a Class B or similar uniform are permitted to have facial hair if the facial hair is groomed and neat in appearance.
- d. Fad hairstyles that do not present a professional appearance are not acceptable. Supervision/management will determine the appropriateness of hairstyles

5. Hygiene

- a. Proper personal hygiene is a requisite when in any duty status or situation.
- b. Dress, grooming, and personal hygiene for all civilian employees will be in accordance with generally accepted contemporary grooming standards. Additionally, civilian employees who are furnished a Class B, or other similar uniform to be worn to work and who are visible to the public in the exercise of their duties will comply with the dress code standards for grooming, etc., required for sworn employees.
- c. Employees are expected to conform to standards of cleanliness and neatness in their hairstyles, personal hygiene, and clothing.

6. Enforcement

- a. It is the responsibility of unit managers/supervisors to effect compliance by their respective employees with the dress code.

- b. Supervision is authorized to require an employee to modify dress or grooming when such dress or grooming would create a safety hazard to the employee or others, cause disruption in the workplace, or does not comply with the above standards.
- c. If it is determined that an employee's dress and/or grooming/hygiene is inappropriate and/or not in compliance with the guidelines in this Policy/Procedure, the employee will be counseled verbally and may be sent home to correct the violation. Any time missed from work as a result of such action will require that the employee's schedule be flexed or the absence may be charged to accrued annual leave.
- d. Repeated violations of this Policy/Procedure will result in progressive disciplinary action up to and including termination.

B. Employee Uniforms

- 1. Employees assigned to divisions/units that require a uniform shall have the uniforms provided by the Sheriff.
- 2. Uniformed employees will be properly groomed and his/her uniform will be clean, pressed and in proper condition.
 - a. All uniforms and equipment, personally owned or issued by the Sheriff's Office for performance of duties, will be maintained in a clean, serviceable condition and ready for immediate use.
- 3. Class A Uniform (all sworn employees):
 - a. Dark green, long sleeved shirt bearing the HCSO patch on both sleeves. Lt. and above will wear white, long sleeved shirt bearing the HCSO patch on both sleeves. An optional tenure designation may be attached to the left sleeve of the long sleeve shirt, just above the cuff. Hash marks (3 years each) will represent the total law enforcement tenure of the deputy, to include military and other agency tenure. When the long sleeved shirt is worn during a formal or official function, a HCSO issued tie must also be worn. When wearing the long sleeved shirt during normal patrol/operation functions, wearing of the tie will be optional .
 - b. Dark green, full length trousers having a vertical, black stripe on the outside of each trouser leg.
 - c. Leather basket weave style utility belt and accessories as identified in below of this Procedure.
 - d. Black socks, boots or shoes (plain or capped toed) bearing no design on the uppers other than manufacturer stitching.
 - e. Black, crew neck tee shirt or alternate colored V-neck tee shirt that is not visible.
- 4. Class B Uniform (all sworn personnel):
 - a. Dark green, short sleeve shirt bearing permanently affixed HCSO patches on both sleeves. Sworn correction personnel will wear green polo shirts with embroidered fabric star and name with division. Lt. and above will wear white, short sleeved shirt bearing the HCSO patch on both sleeves.

- b. Sworn correction personnel will wear dark green, full-length utility or cargo type trousers.
 - c. Nylon or leather basket weave utility belt and accessories.
 - d. Black socks, boots or shoes (plain or capped toed) bearing no design on the uppers other than manufacturer stitching.
 - e. Black, crew neck tee shirt or alternate colored V-neck tee shirt that is not visible.
5. Special Assignment and/or Unit Uniforms:
- a. All uniforms worn by HCSO members of special teams, units, or while performing special functions
 - (1) May wear a distinct uniform suitable to the duties performed.
 - (2) Must be approved by the Sheriff or his designee prior to their use.
 - (3) Will be consistent with the uniforms of other team or unit members.
 - (4) Will be suitably marked to identify the wearer as a deputy sheriff.
6. Sworn Personnel Plainclothes Dress Code:
- a. Generally, personnel assigned to investigative units will dress in business attire (e.g., dress slacks and collared shirt and tie for men and business equivalent for women). Variations of attire worn by sworn personnel serving within the various investigative and other plainclothes assignment units within the agency shall be at the discretion of the commanding officer, based upon assignment and operational needs specific to the unit.
 - b. Whenever practical, sworn plainclothes personnel shall conceal worn firearms and at all times shall prominently display issued badges on appropriate fasteners next to firearms worn in plain view.
 - c. Fad hairstyles that do not present a professional appearance are not acceptable.
 - d. Supervision/management will determine the appropriateness of attire, hairstyles, and equipment worn based upon assignment and the operational needs of the unit.
 - e. Proper personal hygiene is a requisite when in any duty status or situation.
 - f. Employees will wear their prescribed uniform and equipment during their tour of duty.
 - g. Employees may be exempt from wearing the prescribed uniform when conducting specific, temporary duties or assignments; these exemptions will require prior approval by the employee's immediate supervisor.
 - h. Employees will wear only the uniform specified for their assignment. Civilian clothing will not be worn with any distinguishable part of the identifiable agency uniform.
 - i. Employees may wear his/her prescribed uniform during special assignments or functions as authorized by the employee's supervisor. Examples of such functions are, but not limited to:

- (1) Parades
- (2) Approved civic functions
- (3) Law enforcement related funerals, etc.

C. Uniform Accessories and Rank Insignias

1. HCSO members will wear and display only HCSO authorized accessories and insignias on their uniforms. The accessories and rank insignias will be worn and displayed by personnel holding that particular rank or awarded a specific accessory. At a minimum, all deputy sheriffs will wear the HCSO badge and nameplate on their uniform.
2. HCSO Nameplates:
 - a. The HCSO issued nameplate will be worn with all class A uniforms above the right shirt pocket.
 - b. The color of the nameplate will be the same as the color of the uniform badge.
 - c. The tenure designation nameplate attachment will be worn with the nameplate.
 - d. The “serving since XXXX” designation will be reflective of sworn law enforcement service with the Hendry County Sheriff’s Office only.
3. Hats:
 - a. Issued HCSO ball caps are authorized for wear with Class B law enforcement uniforms. Issued BCSO watch caps are authorized for wear with the law enforcement Class B uniform. Wearing of ball caps is prohibited with Class A uniforms with the following exceptions:
 - (1) Periods of extreme inclement weather
 - (2) Periods of extended traffic operations
 - (3) Specialty details as authorized by supervisor

D. Law Enforcement Deputy Utility Belt and Accessories, and Issued Equipment

1. The following items, at a minimum, are issued by HCSO to deputy sheriffs and will be worn by these uniformed personnel during enforcement operations and applicable training sessions (items marked with an “*” are mandatory to be worn on duty; the other items are to be used/worn as needed); these accessories will not be altered from the original manufacturer’s condition. These accessories may be of leather basket weave design or of nylon construction, depending on the nature of the deputy’s assignment and duties.
 - a. Black colored inner belt*
 - b. Black colored large outer belt*
 - c. Black colored firearm holster and issued firearm*
 - d. Black colored firearm magazine holder and three issued firearm magazines*

- e. At least one intermediate force weapon can consist of:
 - (1) Black colored OC spray holder and issued OC spray
 - (2) One electronic control weapon (ECW) - The deputy must receive training in the use of the weapon and it is mandatory that at least one of the three be worn on duty.
 - f. Latex gloves
 - g. Black handcuff holder and issued handcuffs*
 - h. Flashlight with charger
 - i. Cool weather jacket
 - j. Traffic vest
 - k. Rain coat
 - l. Badge*
 - m. Name badge*
 - n. PPE kit
 - o. Hand-held radio*, charger and appropriate holder
 - p. Ballistic vests*
2. The following items may be carried as an accessory on a deputy's utility belt, subsequent to division/district commander approval:
- a. Black cell phone holder.
 - b. Black knife holder.

E. Corrections Issued Accessories and Equipment

1. The following accessories and equipment, at a minimum are provided by the Sheriff:
- a. Handcuffs/holder
 - b. Windbreaker
 - c. Badge
 - d. Name badge
 - e. Inner belt
 - f. Outer belt

- g. Hand-held radio, charger and appropriate holder (jail complex)

F. Civilian Employees

1. All civilian employees are required to comply with the business attire dress code during any on-duty work hours.
2. Employees are expected at all times to present an image appropriate to the work being performed and/or the work site. Reporting to work in soiled, frayed, washed out/faded, or torn clothing is not acceptable. Appropriate personal appearance, like proper maintenance of work area, is an ongoing requirement of employment with the Sheriff's Office.
3. Shoes are to be worn at all times, and the style of shoes must be consistent with safety requirements of the work site and conditions.
4. T-shirts are not appropriate attire. Shirts with pictures/wording that advertise any commercial products/establishments, or display potentially offensive pictures or language, are not permitted. Golf style shirts with a collar and sleeves are permitted, as are shirts with the Sheriff's star or name labels.
5. Hats/caps are not permitted unless issued by the Sheriff's Office.
6. Holiday costumes/dress may be worn if approved in advance by the unit manager/supervisor.
7. The attire of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should remain as neat and business-like as working conditions permit.

It is the responsibility of each employee to determine if a business meeting or other work assignment on a dress down day or during the summer requires more formal attire than would otherwise be appropriate and permitted.

V. GLOSSARY

UNIFORMED EMPLOYEES – Employees who are sworn law enforcement/corrections officers whose assignment and duties require the wearing of agency approved uniforms.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.